

SANDY CITY

APPROVED POSITION SPECIFICATIONS

I. Position Title: Animal Services Officer

Revision Date: 6/18

EEO Category: Protective Services

Status: Non-exempt

Control No: 30412

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Animal Services Director or designee, is responsible for enforcing the Animal Control ordinances of Sandy City and the State of Utah

III. Essential Duties:

- Responds to citizen complaints about animals, including emergency calls, on a 24-hour basis in rotation.
- Patrols Sandy City in a city-owned vehicle to ensure the protection of citizens, animals, and compliance of applicable laws and ordinances.
- Impounds animals, to be held in custody.
- Issues citations for violation of Sandy City Animal Control Ordinances and State law
- Intercedes in conflicts about animals, often involving community members, Sandy City employees and others.
- Writes detailed case reports.
- Performs office related work, including answering phones, selling licenses, collecting fines, etc.
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30-day period, and keeping cumulative outages to less than \$200 in a 3-month period.

IV. Marginal Duties:

- Perform euthanasia of animals who are sick, injured or otherwise meet specific criteria outlined by the Director or his/her designee.
- Perform rabies control investigations and sample collection.
- Testify in court as a representative for Sandy City Animal Services.
- Perform shelter maintenance duties including cleaning, animal care, etc.
- Perform other duties as assigned.

V. Qualifications:

Education: High School diploma or equivalent.

Age: Must be at least 18 years of age at time of application deadline.

Certifications/Licenses: Valid Utah Driver's License. Must be able to obtain the following certifications within two years of hire: Tranquilizer Gun Certification and Euthanasia Certification.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Must have or be able to obtain a knowledge of animal control ordinances and department procedures; civil search and seizure; privacy, security and Freedom of Information rights; federal, local and state animal control regulations; animal care, handling and first aid; drugs and approved methods used to euthanize, medicate and sedate animals; public relations; cash receipts; and computer entry.

Responsibility for: Responsible for public health and welfare in community as related to people and animals; responsible for animal health and welfare; responsibility for the care, condition and use of department materials, equipment and money.

Communication Skills: Ability to professionally furnish and obtain information from other departments; maintain a professional and unbiased demeanor when dealing with hostile and upset citizens; must be able to write reports and citations; must communicate effectively both orally and in writing; type a minimum of 30 words per minute.

Tool, Machine, Equipment Operation: Requires regular use of a city-owned vehicle; frequent use of a computer and telephone system, fax machine, copier, incinerator; occasional use of a tranquilizer gun and syringe-delivered euthanasia solutions.

Analytical Ability: Prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and the public; ability to work independently; manage human and animal behavior in crisis situations; possess the ability to understand and follow verbal and written instructions.

VI. Working Conditions:

Physical Demands: Duties of job require moderate physical exertion including running, climbing, kneeling, stooping, kneeling and balancing; constant seeing and hearing. Employee typically handles office equipment, objects or controls and other types of equipment; frequently communicates with others. Employee will sit or stand for long periods of time and may require moderate lifting (up to 50 pounds) or move/drag up to 145 pounds. Constant attendance is required.

Work Environment: Mental pressure and fatigue exist during a normal workday due to exposure to disagreeable smells and noises, tasks that can be dangerous and/or unpleasant, and conflict resolution; requires frequent on-call duty during nights, weekends and holidays; requires very frequent contact with the public; job is performed outside 75% of the time with exposure to the elements and subject to heat, cold and wet/humid conditions; constant exposure to death of animals.

Conduct: Must comply with the Sandy City Police Department's code of conduct, dress, deportment, and grooming standards. Requires compliance of all departmental policies.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____